



June 12, 1981

OSD ADMINISTRATIVE INSTRUCTIONS CHANGE TRANSMITTAL NO . 81-1

1. The Deputy Assistant Secretary of Defense (Administration) has authorized **page** changes to the following Administrative Instructions:

a. **PAGE CHANGES**

Administrative Instruction No.	Date	Signature Page No.
9	Jan 11, 79	11
17	Sep 15, 78	5
18	Apr 9, 79	4
22	May 24, ' 7 9	3
24	Jan 9, 79	2
26	Apr 23, 80 ,	21
27	Jul 6, 79	3
31	Sep 26, 78	5
37	Jun 27, 78	11
43	Apr 1, 78	4
68	Apr 16, 79	2
69	Sep 4, 79	4
72	Sep 6, 79	4
82	Mar 21, 78	2

b. **ACTION :**


Remove and destroy: title pages and signature pages indicated above

Insert: attached replacement pages

2. Administrative Instruction No. 78, June 11, 1981, which establishes an Internal OSD/WHHS publication system, requires that all Administrative Instructions be approved and signed by the Deputy Assistant Secretary of Defense (Administration). AI Change Transmittal No. 81-1 is issued to conform with this requirement.

3. **EFFECTIVE DATES**

These changes are effective as of the date of the issuance.


G. J. WILLIFORD, Director
('response and Direct ives

Attachments
● /s above



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

May 24, 1979

COMPTROLLER

(Administration)

ADMINISTRATIVE INSTRUCTION NO. 22

SUBJECT : Automatic Data Processing **Records** Management

- References:
- (a) Federal Property Management Regulations, Chapter 101, "Program Implementation, " (41 CFR § 101-11.210-4)
 - (b) **Federal** Property Management Regulations, Chapter 101, "Care and Handling of **Magnet-ic** Computer Tape, (41 CFR § 101-32.12)
 - (c) Administrative Instruction No. 15, "OSD Records Management Program, " January 11, 1978
 - (d) Federal Property Management Regulations, Chapter 101, "Machine-Readable Records, " (41 CFR § 102-11.411-6)

A. **PURPOSE**

This Instruction assigns responsibilities and establishes procedures and standards **for** Automatic Data Processing (**ADP**) Records Management as required by reference (a) .

B. **APPLICABILITY**

The provisions of this Instruction apply to the Office of the Secretary of Defense and activities administratively supported by the Washington Headquarters Services (hereafter referred to as "**OSD** Components") . It does not include the **Organization** of the Joint **Chiefs** of Staff.

C. **DEFINITIONS**

1. **User's Handbook.** A document designed for each ADP system **to facilitate** the relationship between the computer center and the customer. It contains a narrative description of the system in nontechnical terms and includes flow charts, descriptions of **data** elements, report formats, input and output schedules, responsibilities **and** similar information.

2. **Program Documentation.** A description of the program and facilities used; program design in **the** form of flow charts; decision tables; program coding; operating instructions; testing procedures and listings.

D. RESPONSIBILITIES

1. The Records Administrator, **WHS**, shall administer the ADP Records Management **Program**, and shall:

a. Serve **as** the **OSD** point of contact and as the office of record.

b. Determine the disposition schedules of **ADP** applications, ensuring proper documentation and coordination with **all** interested parties.

c. Provide liaison with the General Services Administration, National Archives and Records Service, **on** **ADP** records matters.

d. **Assist** the OSD Components in completing the necessary ADP **inventory forms**- (enclosures 1 and 2) .

2. The Director for Computer Support, **WHS**, shall:

a. Ensure that proper **program** documentation and user handbooks are provided by the Automatic 'Data Processing (**ADP**) service facility and issued for OSD ADP programs.

b. Ensure that standards for tape library operations are observed by **ADP** facilities providing **OSD** services. This includes periodic testing by the **ADP** facility of representative samples of tapes scheduled for long term retention. Tapes stored in backup locations should **similarly** be tested on a regular basis, and maintained in the proper environment as prescribed in the FPMR (reference (b)) .

c. Provide technical advice, if required, to assist the Records Administrator and the user in determining the retention schedule of **all** ADP" applications processed for the OSD . Administrative Instruction No. 15, page **16-1** (reference (c)), prescribes retention schedules for **ADP** (machine-readable records).

3. OSD Components shall:

a. Coordinate with the Records Administrator **in determining** the retention schedule for magnetic media (tapes or disk packs) **used** in all ADP applications processed for their use.

b. **Complete GSA Form 7036** (enclosure 1) , as **pre-**scribed by Administrative Instruction No. 15 (**reference** (c)) . Submit the completed form to the Records **Administrator** for **each** new ADP application.

c. Ensure the proper disposition of tapes, cards or disk **packs** data generated for their . programs.

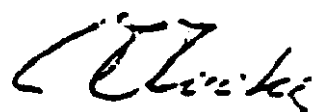
(1) Tape, **card or disk files** scheduled for **permanent** retention and transfer to the National Archives will be documented as required by the **FPMR** (reference (d)) .

(2) For this purpose, GSA Form 7091 (enclosure 2) should be completed with the technical assistance of the servicing ADP facility and forwarded to the **OSD** Records Administrator for processing. --

(3) **Tapes** for nonpermanent records will be released by the **OSD** Component ADP monitor only **in** accordance **with a** predetermined schedule and the FPMR and Administrative Instruction No. 15 (references (a) and (c)) .

E. EFFECTIVE DATE

This Administrative Instruction is effective immediately.


D. D. Cooke

Deputy Assistant Secretary of Defense

Enclosures - 2

1. GSA **Form** 7036
2. GSA **Form** 7091